

Groupnet User access authorization/termination form

Instructions: To be completed by the Plan sponsor/Trustee. For questions on this form please contact the Lincoln Groupnet Support Team at 800-454-6265, extension 7179, option 2.

General plan information

Plan name _____

Plan ID(s)/Remitter number(s) _____

Plan sponsor/Trustee name _____

Address _____

City _____ State _____ Zip _____

Phone number _____ Email address _____

Step 1: Provide User information *(all fields required for proper authorization)*

Please grant access to the Lincoln Groupnet website for the individual listed below:

(Complete all information below and continue to steps 2 & 3 below)

Name of requested User: _____

User's phone number: _____

User's fax number: _____

User's email address: _____

Relationship to the plan: _____

(i.e. payroll specialist, human resources, office manager, etc)

Step 2: Provide User access authorization permission level

Select one *(Continue to step 3 below)*:

- ☐ Submit contribution data only. Will not have access to participant or plan balances, or plan reports.
- ☐ Submit contribution data and is authorized to access participant and plan balances, and plan report.
- ☐ Access to participant and plan balances, and plan reports, but not authorized to submit contributions.

Step 3: Termination of any other User access

Should any existing User access linked to the plan be deleted? ☐ Yes ☐ No

If yes, please provide the User ID and Name that should be deleted:

User ID: _____ Name: _____

Authorization

By signing below, I, the Plan sponsor/Trustee, authorize Lincoln Retirement Service Company, LLC (Lincoln) to add access for an authorized User and/or terminate access of an existing User to the Lincoln Groupnet website for the Plan named above. I understand that if at any time an authorized User is no longer associated with this Plan, it is my responsibility to contact the Groupnet Support Team to request that this access be terminated.

Plan sponsor/Trustee signature _____ Date _____

Title _____

Note: Lincoln discourages the sharing of User IDs and Passwords to protect the security of the plan's data.

Return this form: By e-mail: c/o Lincoln Groupnet Support, LLGroupnet@LFG.com

or

By fax: c/o Lincoln Groupnet Support, 260-455-4212.

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EM04991-LU 8/12

PAD1208-0640